

**PORTAGE METROPOLITAN HOUSING AUTHORITY**

**2014 Annual MTW Plan**

**Portage Metropolitan Housing Authority (OH 031)**

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**I. Introduction**

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## OVERVIEW OF AGENCY'S MTW GOALS AND OBJECTIVES

Portage Metropolitan Housing Authority establishes the following goals and objectives for 2014:

1. Maintain and Expand Excellence in Property Management
  - PMHA will operate Public Housing to the level of a High Performer.
  - PMHA will expand the number of units within its portfolio of housing.
2. Achieve and Maintain Excellence in Tenant-Based Housing Programs
  - PMHA will continue to achieve program results equating to High Performer status.
  - Tenant-based housing programs will achieve and maintain full lease-up.
  - Five households will become new homeowners through the Housing Choice Voucher Homeownership Program in 2014.
3. Improve Productivity and Cost Effectiveness
  - Further development and enhancement of the Yardi software system to better manage PMHA programs and operations.
4. Collaborate with Community Partners to Leverage Resources to Benefit Households Assisted by PMHA and Portage County
  - PMHA will investigate opportunities to develop and manage permanent supportive housing.
  - PMHA will investigate methods of inter-agency cooperation that will lessen barriers to assistance for applicants and participants.
  - PMHA will seek to expand partnerships that improve community housing activities for all citizens.

## **II. General Housing Authority Operating Information**

### **A. HOUSING STOCK INFORMATION**

*Number of public housing units at the beginning of the year:*

Portage Metropolitan Housing Authority has 305 units of public housing under ACC as of January 1, 2014. Of the total, 10 units are not used for permanent housing, but rather for supportive services on-site. These are 8 units at the Washington Group Home property, 1 at Renaissance Place, and 1 at Walnut House. PMHA has applied to the Special Applications Center to dispose of 2 units in Kent through the sale of the property to Kent State University for a planned expansion of the university. PMHA expects HUD to approve the disposition of these two units during 2014.

*General description of any planned significant capital expenditures by development:*

A listing of Capital Fund projects for the next year and five years is included at the end of Section 7. PMHA is not planning any significant capital expenditures by development that meets the HUD definition of "significant." PMHA plans to use BLI 1492 funds in the Capital Fund budget for Moving to Work services and will not be using funds from this budget line for central office expenses.

*Description of any new public housing units to be added during the year by development:*

Portage Metropolitan Housing Authority plans to add 2 new units of Public Housing in 2014. This plan is contingent on HUD's approval of a disposition application submitted in 2012 for two units in Kent, and final completion of the sale of the units to Kent State University. PMHA does not have a description of the new units, but is likely to acquire either two single-family homes or a duplex, each with 2-3 bedrooms. Ideally, these units will be single-story ranch units that are accessible and visitable.

*Number of public housing units to be removed from the inventory during the year by development specifying the justification for the removal:*

PMHA expects to dispose of two units located at Willow Street in Kent during 2014. These units will be disposed of because of neighborhood changes have made the location inappropriate for housing purposes.

*Number of MTW Housing Choice Vouchers (HCV) units authorized:*

Portage Metropolitan Housing Authority has 1,524 Housing Choice Vouchers authorized and considered MTW Housing Choice Vouchers.

*Number of non-MTW Housing Choice Voucher units authorized:*

Portage Metropolitan Housing Authority has 74 Mainstream Housing Choice Vouchers that comply with the NOFA requirements for administration and are not part of the MTW Demonstration. PMHA also has 25 VASH vouchers targeted for veterans. There are 18 enhanced Housing Choice Vouchers that comply with regulations applicable to that form of assistance.

*Number of HCV units to be project-based during the Plan year, including description of each separate project:*

PMHA may project-base up to 30 additional HCV units during 2014, targeting disabled and/or senior housing. The following description includes all current project-based Housing Choice Vouchers that will be on existing and ongoing contracts for 2014.

PMHA has project-based 134 Housing Choice Vouchers under MTW authority.. PMHA's entire project-based Voucher program is operated under MTW authority.

These projects are:

Coleman Professional Services- Several group homes; residents receive mental health services from Coleman Professional Services. Coleman has 23 units under contract among their 45 units in affected projects.

F&CS- A mixture of duplexes and multi-family (low rise) units; residents receive a variety of supportive service aimed at increases self-sufficiency. There are 45 units under PBV contract among the 57 units in affected projects.

Prospect House- A high rise building for low-income elderly tenants; residents have access to all supportive services provided by Neighborhood Development Services Inc. PMHA has 26 units under contract at this property, which has 66 total units.

CEDCorp/Maple Grove- Row houses/townhouses; residents have access to all supportive services provided by Neighborhood Development Services Inc. Of the 57 units at this project, 6 are under contract for vouchers.

NDS Portage Housing III- Newly constructed tax-credit single-family homes; residents have access to all supportive services provided by Neighborhood Development Services Inc. There are 6 project-based units among the 30 units at this project.

Streetsboro Family Homes – Newly constructed tax-credit townhouses located in Streetsboro, Ohio, with supportive services included for project residents both on-site and referrals off-site. There are 28 project-based units at this project.

*Description of other properties owned or managed by the Agency:*

PMHA owns several properties, housing and commercial, separate from the Public Housing Program.

**Housing:**

Portage Landings: Two 12-unit apartment buildings located at 170 Spaulding Drive and 221 Spaulding Drive in Kent. The properties feature 2 1-bedroom units renting for \$460 per month, 18 2-bedroom units renting for \$560 per month, and 4 3-bedroom units renting for \$650 per month. Renters include both Section 8 Voucher holders and residents paying the market rent amount.

616 Virginia Avenue, Kent. This is a single-family home renting for \$589 per month and available to Section 8 or market renters.

614 and 614 ½ Virginia Avenue, Kent. A duplex leased to Family and Community Services, a Portage County-based non-profit, for the purposes of housing homeless persons.

#### Office Property

PMHA Administration Building: Located at 2832 State Route 59, Ravenna, Ohio, this property serves as home for both office-based and maintenance employees and is centrally-located to PMHA properties throughout the county.

#### Commercial Properties

219 and 223 West Main Street, Ravenna. This property is currently leased to Triangle Pharmacy, a for-profit entity not affiliated with PMHA except through the lease of the property.

Opportunity Resource Center. Located at 6592 Cleveland Avenue, Ravenna, this property is used by Maplewood Career Center for adult education activities.

## **B. LEASING INFORMATION (PLANNED)**

### *Anticipated total number of MTW public housing units leased in the Plan year:*

All PMHA Public Housing units are considered MTW units. All available residential units will be leased during the year. Two units are under ACC but are permitted to be used for site-based services while retaining subsidy, one at Renaissance Place and one at Walnut House

### *Anticipated total number of non-MTW public housing units leased in Plan year.*

There are no non-Moving to Work Public Housing units at Portage Metropolitan Housing Authority.

### *Anticipated total number of MTW Housing Choice Voucher units leased in the Plan year:*

PMHA anticipates being fully leased during 2014 for the Housing Choice Voucher Program. Fully leased is defined as all 1,641 vouchers or 100% of the funding allocated for HAP contracts during the year. Of these, 1,524 are MTW Vouchers, the remaining 117 are non- MTW vouchers.

### *Anticipated total number of non-MTW Housing Choice Voucher units leased in the Plan year:*

One hundred seventeen (117) vouchers are anticipated to be leased in 2014, under the Mainstream Voucher Program, VASH program and enhanced vouchers.

### *Description of anticipated issues relating to any potential difficulties in leasing units:*

Public Housing also suffers from the competition of the Housing Choice Voucher program. It is not the quality of the units themselves that is a difficulty, as much as location (several rural units that require tenants to own vehicles to access shopping), and the freedom given to locate outside of Portage County through the portability functions of the voucher. Increased development of tax credit properties will also add to Public Housing leasing challenges.

The Housing Choice Voucher Program is not expected to face lease-up issues in 2014. The primary issue facing the Housing Choice Voucher Program is the effort to reduce per unit subsidy costs so that PMHA may maintain as many assisted families as possible, rather than reducing lease-up through attrition and shrinking the program. Some families may face more difficulties in utilizing vouchers issued, as reduced payment standards and assistance levels may reduce the number of landlords willing to lease units.

### C. WAITING LIST INFORMATION

*Description of anticipated changes in waiting lists:*

PMHA anticipates making no changes in its waiting lists in 2014.

*Description of anticipated changes in the number of families on the waiting list(s) and/or opening and closing of the waiting lists:*

PMHA operates two program waiting lists, for Public Housing and Section 8. These waiting lists operate independently of each other, in that a program participant in one program remains eligible for the other waiting list. The Public Housing wait list will remain open in 2014. The Housing Choice Voucher wait list may be closed during 2014, after growing considerably in 2013 due to demand from the community and the cessation of voucher issuance for families on the waiting list due to funding concerns. By closing the waiting list, PMHA will save on administrative expenses in handling new applications, but it would lose valuable information on housing needs in Portage County. PMHA anticipates that the Section 8 Wait List will increase by 1,500 households in 2014. The Public Housing Wait List remains open continuously, and PMHA projects an increase of 3% to the waiting list for that program.

### **III. Non-MTW Related Housing Authority**

#### ***A. PLANNED SOURCES AND USES OF OTHER HUD OR OTHER FEDERAL FUNDS***

Portage Metropolitan Housing Authority has a Shelter Plus Care housing program for 50 units of housing for individuals with disabilities. Households receive supportive services through Coleman Professional Services, while PMHA provides housing subsidy to allow the family safe, decent, affordable housing. The Shelter Plus Care grant is an annual grant, requiring renewal applications through Ohio's Balance of State application process, although PMHA is still within the initial 5-year contract period for 25 of these units.

PMHA would anticipate pursuing another ROSS grant if funding is made available to support activities at either family sites or for the senior/disabled Public Housing developments. PMHA does not anticipate pursuing other Federal funds, but will re-consider this position based on available funding opportunities.

#### ***B. DESCRIPTION OF NON-MTW ACTIVITIES PROPOSED BY THE AGENCY***

PMHA's affiliate, Franklin Development Corporation acquired a 50% share of an affordable housing development called Terrill Suites in 2012. This project is being funded primarily through low income housing tax credits as a rehabilitation project, and is currently affordable family housing located in Ravenna, Ohio. Rehab of the project is underway and is expected to finish in 2013. PMHA is not using Moving to Work in any way to participate in the Terrill Suites project.

Resident Commissioner: The City Manager of Kent, Ohio appoints the resident commissioner position. As of October 31, 2011, this appointment is Linda Umbayemake.

Non-Smoking Policy for Public Housing: PMHA has adopted a non-smoking policy for Walnut House, a Public Housing development in Ravenna. This building houses 13 households, individuals with mental illnesses and provided supportive services by Coleman Professional Services. PMHA has also made Washington Group Home a non-smoking housing facility, as the majority of the group home is community space and the "tenant" units are insufficiently independent to reasonably permit smoking in the building. PMHA is not making any of its Public Housing rental units that have independent dwellings non-smoking.

Violence Against Women Act (VAWA): PMHA is committed to assisting victims of domestic violence. PMHA's Administrative Plan and Admissions and Continued Occupancy Plans are written to protect victims of either gender from unfair evictions and program terminations due to the violence perpetrated against them. PMHA reviews police reports for Public Housing to identify the need to refer residents to counseling and other necessary domestic violence programs. PHMHA will also pursue evictions against residents responsible for domestic

violence. For the purposes of discussion here, these activities include victims of all criminal activity covered under the VAWA.

Shelter Plus Care: PMHA will continue to apply for annual renewals of Shelter Plus Care funding for 25 units and has 25 units of Shelter Plus Care under an initial 5-year contract which will begin January 1, 2013 and end December 31, 2017. PMHA does not have plans to apply for additional Shelter Plus Care units in 2014.

Significant Modification to the Annual Plan: PMHA considers the following actions or activities to be significant amendments or substantial deviations from the Annual Plan approved by the Board of the PMHA and Department of Housing and Urban Development.

- Actions that fundamentally change the PMHA mission statement, goals and objectives
- Actions that fundamentally change PMHA plans or policies in a manner that is inconsistent with the existing mission, goals, or objectives and requiring formal approval of the Board of Commissioner of PMHA.
- Actions that require an MTW waiver approval from the Department of Housing and Urban Development.

PHAS: PMHA chooses not to be evaluated under the Public Housing Assessment System until required to do so by the Department of Housing and Urban Development.

#### **IV. Long-term MTW Plan**

***Describe the Agency's long-term vision for the direction of its MTW program, extending through the duration of the MTW Agreement:***

Portage Metropolitan Housing Authority seeks to develop itself as a top-quality real estate organization with the mission of integrating community services that will assist non-disabled, non-elderly residents in continual economic improvement leading to either homeownership or private market housing; and for elderly and disabled residents, PMHA seeks to provide decent, safe and affordable housing as a matter of choice for each household.

To accomplish the long-term vision, PMHA seeks to continual improvement in streamlining the delivery of housing to low-income families and individuals through improvements in efficiency and effectiveness within its own resources offered by the Federal Government, by developing new, non-governmental sources of funding that will assist in achieving the vision and mission of the housing authority, and through cooperation and collaboration with community partners to leverage resources and strengths to better housing and living conditions for all persons living with Portage County, Ohio.

In this effort, Moving to Work is expected to remain a critical element of achieving these goals. PMHA is committed to developing a rent calculation system that is easier to administer and understand without compromising the agency's commitment to the integrity of federal funds. In addition, PMHA envisions a rent system that remains affordable to low-income households, but also provides incentive and encouragement to people working to the best of their abilities to improve themselves.

Also, the Moving to Work vision includes removing barriers to rational property management decisions, allowing the agency to administer its real estate inventory with solutions appropriate to the mission. What works in Windham or Ravenna, Ohio may not be the same solution for Cleveland, Ohio or Washington, DC. Local, informed decision-making has brought PMHA to the high performer status it has earned under HUD evaluation to this day; PMHA seeks to provide one example of "how to" that might serve as an example for other housing authorities in finding solutions. PMHA does not seek to provide THE example because the agency is committed to the value that local decision-making will free the creativity of housing authority boards and staffs throughout the nation.

**V. Proposed MTW Activities: HUD Approval Requested**

**Housing Choice Voucher Program**

*RE-PROPOSED HCV-3. Initial rent burden cap of 70% of adjusted monthly income.*

- A. Describe each proposed MTW Activity: Rather than utilizing the 40% initial rent burden cap set by Congress and HUD, PMHA utilizes a 50% cap in one effort to assist in housing choice for families who desire to use a great share of income for housing purposes. *It is now re-proposing a change to the initial rent burden cap, raising the threshold from 50% to 70% of household's monthly income.*
- B. Describe how each proposed activity relates to at least one of the three statutory objectives: Increased housing choice for low-income families.
- C. Identify and discuss the anticipated impact of each proposed MTW activity on the stated objective. PMHA anticipates that families will be able to choose from a larger number of units within Portage County. This increased choice will allow Housing Choice Voucher households to better determine how they choose to allocate their resources between housing and other needs and wants, allowing those that value more costly and presumably more desirable housing to move.
- D. Describe the baselines and proposed benchmarks and metrics that the Agency will use to measure the performance and progress of the MTW activities:

HC #1: Additional Units of Housing Made Available		
Unit of Measurement	Baseline	Benchmark
Number of new housing units made available to households at or below 80% AMI as a result of the activity.	0	15

HC #5: Increase in Resident Mobility		
Unit of Measurement	Baseline	Benchmark
Number of households able to move to a better unit and/or neighborhood as a result of the activity	0	15

- E. Describe the data collection process and the proposed metrics the Agency will use to measure how this activity will achieve one or more of the MTW statutory objectives: PMHA will utilize data in its Yardi software database to determine which families rent units at a level between 40-70% of monthly income.
- F. Cite the authorizations detailed in Attachment C or D of this Restated Agreement that give the Agency the flexibility to conduct the activity, and include the specific citations of the Act or regulation as identified in Attachment C or D of this Restated Agreement that authorize the Agency to make the change:
- G. Describe the hardship policy: There is no hardship policy for this activity.

*NEW HCV-9 Elimination of Deductions in Total Tenant Payment Calculations*

- A. Describe each proposed MTW activity: Portage Metropolitan Housing Authority proposes to calculate total tenant payments and base Housing Choice Voucher assistance for all households on a calculation that is 29.6% of gross monthly income, and eliminate deductions and allowances for being elderly or disabled, for dependents, and for unreimbursed medical and child care expenses. The only exception to the 30% of monthly gross income would be to continue a \$50 minimum rent for households who otherwise pay less than \$50 per month. This activity would also supercede any existing MTW rent reform activities for the Housing Choice Voucher program. New admissions to the program would receive the new total tenant payment calculation immediately; households that are current participants will have the new calculation applied no sooner than 90 days from the date of the approval of this Annual Plan. PMHA’s analysis of the impact of this activity is that the HAP expense will be reduced by \$336,554 annually when fully implemented. This amount is based on the average per household reduction in HAP assistance of \$18.20 per month per household in the program. These savings would be used to help make the Housing Choice Voucher program financially viable after planned and sequester budget cuts during 2013.
- B. Describe how each proposed activity relates to at least one of the three statutory objectives: Reduce cost and achieve greater cost effectiveness in Federal expenditures.
- C. Identify and discuss the anticipated impact of each proposed MTW activity on the stated objective. PMHA expects this activity will have some negative effect on housing affordability, as participants will paying more money (on average, \$18 per month) for housing out of their own pocket. However, this impact will not exceed the federal standard of housing affordability of 30% of income. PMHA also expects to see time savings and more accurate rent calculations as a result of this change, as rent calculations will be much less complex.
- D. Describe the baselines and proposed benchmarks and metrics that the Agency will use to measure the performance and progress of the MTW activities:

CE #1: Reducing Per Unit Subsidy Costs for Participating Households		
Unit of Measurement	Baseline	Benchmark
Average amount of Section 8 subsidy per household affected by this policy in dollars	\$527 per unit per month	\$509 per unit per month

CE #2: Staff Time Savings		
Unit of Measurement	Baseline	Benchmark
Total time to complete the task in staff hours (decrease)	5 hours per household/7,730 hours annually	30 minutes/773 hours annually

CE #3: Decrease in Error Rate of Task Execution		
Unit of Measurement	Baseline	Benchmark
Average error rate in completing a task as a percentage (decrease)	90% (prior to review of QC staff)	98%

CE #5: Increase in Agency Rental Revenue		
Unit of Measurement	Baseline	Benchmark
Rental revenue in dollars (increase)	\$0	\$0

Indicator CE #5 measures increase in Agency Rental Revenue. A change in the Housing Choice Voucher calculations make no change to the rental revenue accruing to Portage Metropolitan Housing Authority, unlike the effect a similar change made to the Public Housing program. PMHA does estimate the cumulative impact on HAP would amount to a savings or decrease of \$27,828 per month in HAP expenses.

- E. Describe the data collection process and the proposed metrics the Agency will use to measure how this activity will achieve one or more of the MTW statutory objectives: PMHA will collect data from 50058 information regarding TTP and rent assistance data, from quality control records on file accuracy, and through time studies to determine and document savings in time and funds.
- F. Cite the authorizations detailed in Attachment C or D of this Restated Agreement that give the Agency the flexibility to conduct the activity, and include the specific citations of the Act or regulation as identified in Attachment C or D of this Restated Agreement that authorize the Agency to make the change: The activity is permitted through the Restated Agreement, Attachment C, Section D (3)(b) and Section C(4), for waivers of 24 CFR 982.516, 24 CFR Subpart E, 24 CFR 966.4 and 24 CFR 960.257.
- G. Describe the hardship policy: PMHA will offer the following hardship policy initiatives for this activity. First, PMHA will not permit any TTP to increase by over \$50 per month as the sole result of this policy for existing program participants. Second, a member of the Housing Choice Voucher management team will be responsible for assessing the impact on program participants and applicants and work with HCV Department staff and other PMHA employees to recommend possible adjustments or additional hardship policies as needed.

*NEW HCV-10 Biennial Reviews for Non-Elderly/Non-Disabled Households*

- A. Describe each proposed MTW activity: Portage Metropolitan Housing Authority would be required to conduct reviews of income at least once every 24 months,

as opposed to the current requirements to conduct a review annually. Families may continue to request interim reviews at any time. This activity would be applied to all MTW Vouchers held by households not consider “elderly” or “disabled.” Existing program participant families would have a 2014 review as scheduled under annual review requirements or through the reporting of an interim review conducted due to a reported change in income. New admissions would be immediately assigned to a biennial review schedule. PMHA will implement a local equivalent of the HUD-9886 form to facilitate this activity as needed.

- B. Describe how each proposed activity relates to at least one of the three statutory objectives: Reduce cost and achieve greater cost effectiveness in Federal expenditures.
- C. Identify and discuss the anticipated impact of each proposed MTW activity on the stated objective. PMHA anticipates this would reduce the costs of administering the program by cutting the responsibility for income recertifications by 50% when fully implemented.
- D. Describe the baselines and proposed benchmarks and metrics that the Agency will use to measure the performance and progress of the MTW activities:

CE #1: Agency Cost Savings		
Unit of Measurement	Baseline	Benchmark
Total cost of task in dollars (decrease)	\$0	\$57,614 Decrease

Agency cost savings in part would be used to deal with HCV funding issues, but also to enable staff to devote time to more family self sufficiency-related efforts with the participants, and away from an emphasis on paperwork.

CE #2: Staff Time Savings		
Unit of Measurement	Baseline	Benchmark
Total time to complete the task in staff hours	8,600 hours per year	5,590 hours per year

CE #5: Increase in Agency Rental Revenue		
Unit of Measurement	Baseline	Benchmark
Rental revenue in dollars	\$0	\$0

Changing the frequency of “annual” or regular household re-certifications is not expected to alter agency rental revenue.

SS #1: Increase in Household Income		
Unit of Measurement	Baseline	Benchmark
Average earned income of households affected by this policy in dollars (increase)	\$9,500	\$9,800

SS #2: Increase in Household Savings		
Unit of Measurement	Baseline	Benchmark
Average amount of savings/escrow of households affected by this policy in dollars (increase)	\$0	To Be Determined

Since assets like bank savings accounts are not included as part of a rent calculation due to Moving to Work authority granted for rent reforms, PMHA does not have adequate data to establish a baseline for any population other than participants in the Housing Choice Voucher Family Self Sufficiency Program. These participants are self-selected and arguably may be seen as more motivated to accumulate savings than other participants. It is questionable whether we would expect to see a substantial increase in savings. Many of our participants choose to use increases in income to deal with past

debts, to improve their lives in the short run (i.e., repair their vehicles more often or more effectively, improve their diet, etc) than to accumulate savings. PMHA hopes to encourage participants to consider both goals: improve quality of life immediately while using this opportunity to accumulate assets.

SS #3: Increase in Positive Outcomes in Employment Status		
Unit of Measurement	Baseline	Benchmark
Employed Full-time	TBD*	TBD*

SS #3: Increase in Positive Outcomes in Employment Status		
Unit of Measurement	Baseline	Benchmark
Employed Part-time	TBD*	TBD*

SS #3: Increase in Positive Outcomes in Employment Status		
Unit of Measurement	Baseline	Benchmark
Enrolled in an Educational Program	TBD*	TBD*

SS #3: Increase in Positive Outcomes in Employment Status		
Unit of Measurement	Baseline	Benchmark
Enrolled in a Job Training Program	TBD*	TBD*

SS #3: Increase in Positive Outcomes in Employment Status		
Unit of Measurement	Baseline	Benchmark
Unemployed	TBD*	TBD*

SS #4: Households Removed from Temporary Assistance for Needy Families		
Unit of Measurement	Baseline	Benchmark
Number of households receiving TANF assistance (decrease)	TBD*	TBD*

SS #5: Households Assisted by Services that Increase Self Sufficiency		
Unit of Measurement	Baseline	Benchmark
Number of households receiving services aimed to increase self sufficiency (increase)	0*	0*

This indicator has not been tracked as data in the past by PMHA, so we are unable to even provide a reasonable estimate for HUD to consider as a baseline. However, other MTW activities that will benefit from the time freed from performed annual recertifications will free up Housing Specialists to spend more time making assessments and referrals for all participants.

SS #8: Households Transitioned to Self Sufficiency		
Unit of Measurement	Baseline	Benchmark
Number of households transitioned to self sufficiency (increase).	TBD*	TBD*

**\*TBD:** To be determined as part of the implementation process. The question to be investigated is whether employment or TANF participation is any way related to the administrative efficiency of less frequent scheduled household re-certifications. Conceptually, the belief is that employment by participants should be enhanced in one

area, but it is uncertain whether data supports anecdotal information that leads to the belief that significant number of households end or reduce employment voluntarily shortly before the current annual re-verification process takes place.

- E. Describe the data collection process and the proposed metrics the Agency will use to measure how this activity will achieve one or more of the MTW statutory objectives: PMHA will use data from the 50058 and reports generated out of the Yardi computer system to collect data on the number of annual recertifications that are waived under this activity.
- F. Cite the authorizations detailed in Attachment C or D of this Restated Agreement that give the Agency the flexibility to conduct the activity, and include the specific citations of the Act or regulation as identified in Attachment C or D of this Restated Agreement that authorize the Agency to make the change: The activity is permitted through authorizations described in Attachment C, Section D(1)(c) of the Restated Agreement and 24 CFR 982.516.
- G. Describe the hardship policy: The hardship policy is that all MTW Voucher families will be expected to comply with this activity. PMHA will continue to conduct interim income reviews for reported income decreases and use the data for total tenant payment determination based on the Administrative Plan for the Housing Choice Voucher Program. There is no expected additional hardship caused by this policy to program participants.

*NEW HCV-11 Permit Households at \$0 HAP to Self-Certify Income*

- A. Describe each proposed MTW activity: This activity would permit families who are at \$0 HAP to self-certify their income, rather than be subjected to a verification process that should have no effect on housing assistance levels.
- B. Describe how each proposed activity relates to at least one of the three statutory objectives: Reduce cost and achieve greater cost effectiveness in Federal expenditures.
- C. Identify and discuss the anticipated impact of each proposed MTW activity on the stated objective: PMHA anticipates this would reduce administrative burden in the certification of households who are already at \$0 HAP. Since these families get no HAP assistance, there is no reason for these families to lie in their self-certification of their income, since deceit would not be rewarded with government assistance.
- D. Describe the baselines and proposed benchmarks and metrics that the Agency will use to measure the performance and progress of the MTW activities:

CE #1: Agency Cost Savings		
Unit of Measurement	Baseline	Benchmark
Total cost of task in dollars (decrease)	\$3,360	\$420

CE #2: Staff Time Savings		
Unit of Measurement	Baseline	Benchmark
Total time to complete the task in staff hours	40 hours annually	5 hours annually

CE #3: Decrease in Error Rate of Task Execution		
Unit of Measurement	Baseline	Benchmark
Average error rate in completing a task as a percentage (decrease)	1% estimated	0%

CE #5: Increase in Agency Rental Revenue		
Unit of Measurement	Baseline	Benchmark
Rental revenue in dollars (increase)	\$0	\$0

This activity will not be expected to alter agency rental revenues, as the Housing Choice Voucher program does not impact agency rental revenues. For this specific activity, \$0 HAP households are already paying 100% of the gross rent, and the act of self-certifying will not change this fact.

- E. Describe the data collection process and the proposed metrics the Agency will use to measure how this activity will achieve one or more of the MTW statutory objectives: Data will be collected as to the number of families affected as defined by the HUD Form-50058 and PMHA database, as well a review of the man-hours needed to conduct a certification.
- F. Cite the authorizations detailed in Attachment C or D of this Restated Agreement that give the Agency the flexibility to conduct the activity, and include the specific citations of the Act or regulation as identified in Attachment C or D of this Restated Agreement that authorize the Agency to make the change: The activity is permitted through authorizations described in Attachment C, Section D(1)(c) of the Restated Agreement and 24 CFR 982.516.
- G. Describe the hardship policy: Not applicable.

*NEW HCV-12 Use Lesser of Actual Unit Size or Unit Size of Voucher Issued for Utility Allowances*

- A. Describe each proposed MTW activity: Portage Metropolitan Housing Authority will apply the lesser utility allowance of either the actual unit size leased by the family, or the unit size of the voucher issued. This activity will be applied to new admissions to the program upon admission. For existing households, the activity will be applied to current participant households at the next scheduled recertification. PMHA will consider exceptions to this activity on basis of reasonable accommodation for disability. PMHA estimates the impact of this change would save approximately \$9,000 per year of HAP funds when fully implemented by the housing authority.
- B. Describe how each proposed activity relates to at least one of the three statutory objectives: Reduce cost and achieve greater cost effectiveness in Federal expenditures
- C. Identify and discuss the anticipated impact of each proposed MTW activity on the stated objective. The activity will assist PMHA in cost control for the program, while ensuring that the family receives an appropriate amount of assistance for their utilities costs.
- D. Describe the baselines and proposed benchmarks and metrics that the Agency will use to measure the performance and progress of the MTW activities:

CE #1: Agency Cost Savings		
Unit of Measurement	Baseline	Benchmark
Total cost of task in dollars (decrease)	\$0*	\$0 Change

The cost of the current task is unknown as it relates to assigning a particular utility allowance. However, the basic functions of the task will remain unchanged and no agency cost savings from the performance of the task are expected.

CE #2: Staff Time Savings		
Unit of Measurement	Baseline	Benchmark
Total time to complete the task in staff hours	0	0

This activity is not expected to alter the time spent by staff. In fact, implementation of this activity may slightly increase staff time, as it is a change in existing practices and will require time in notifying and training employees on the new practices. However, the actual task time should not change measurably.

CE #3: Decrease in Error Rate of Task Execution		
Unit of Measurement	Baseline	Benchmark
Average error rate in completing a task as a percentage (decrease)	95%	99%

The risk is that a change in procedures may lead to more errors initially, until training and task repetition makes this activity the new norm for all housing specialists.

CE #5: Increase in Agency Rental Revenue		
Unit of Measurement	Baseline	Benchmark
Rental revenue in dollars (increase)	\$0	\$0

It is expected that this activity will reduce subsidy costs by approximately \$9,000 annually.

SS #6: Reducing Per Unit Subsidy Costs for Participating Households		
Unit of Measurement	Baseline	Benchmark
Average amount of Section 8 subsidy per household affected by this policy in dollars	0	\$5 per unit month of HAP

- E. Describe the data collection process and the proposed metrics the Agency will use to measure how this activity will achieve one or more of the MTW statutory objectives: PMHA will collect data from its database, which includes but is not limited to data compiled from HUD Form-50058 and other reports.
- F. Cite the authorizations detailed in Attachment C or D of this Restated Agreement that give the Agency the flexibility to conduct the activity, and include the specific citations of the Act or regulation as identified in Attachment C or D of this Restated Agreement that authorize the Agency to make the change: This activity is authorized under Attachment C, Paragraph D (2) (a) of the Restated Agreement, which waives certain provisions of Sections 8(o)(1), 8(o)(2), 8(o)(3), 8(o)(10) and 8(o)(13) of the 1937 Act and 24 CFR 982.508, 24 CFR 982.503, and 24 CFR 982.518 as necessary to implement this activity.
- G. Describe the hardship policy: Other than being subject to possible consideration as a reasonable accommodation for disabilities, PMHA will have a hardship policy that states all MTW voucher households will be subject to this activity. PMHA will counsel program participants about the available of utility company-

based programs that charge utilities based on a percentage of income, rather than usage.

*NEW HCV-13 Extend the \$0 HAP Period to 12 Months*

- A. Describe each proposed MTW activity: Portage Metropolitan Housing Authority proposes to extend the period of time a family may be considered a Housing Choice Voucher participant household from the current six months to up to twelve months.
- B. Describe how each proposed activity relates to at least one of the three statutory objectives: Reduce cost and achieve greater cost effectiveness in Federal expenditures; Give incentives to families with children whose heads of household are either working, seeking work, or are participating in...programs that assist in obtaining employment and becoming economically self-sufficient
- C. Identify and discuss the anticipated impact of each proposed MTW activity on the stated objective. PMHA would anticipate that some families either are reluctant to attain \$0 HAP status or when notified that they are at \$0 HAP, that they take measures that reduce their income so as to begin receiving HAP assistance again. By increasing the period allowed for \$0 HAP, PMHA expects to see more families achieve \$0 HAP and to exit the program at \$0 HAP rather than to return to HAP payment status. Additionally, since families would stay on the program rolls longer (but at no additional cost of Federal expenditures), there will be a reduced administrative costs to administer the program. For those who achieve \$0 HAP status through employment, the extended period will allow a safety net to the household as they adjust to paying market rents without assistance and stabilize themselves in their new employment situation.
- D. Describe the baselines and proposed benchmarks and metrics that the Agency will use to measure the performance and progress of the MTW activities:

SS #1: Increase in Household Income		
Unit of Measurement	Baseline	Benchmark
Average earned income of households affected by this policy	Estimated \$30,000	Estimated \$30,000

The activity is not expected to affect household income.

SS #3: Increase in Positive Outcomes in Employment Status		
Unit of Measurement	Baseline	Benchmark
Employed full-time	90%	95%

SS #3: Increase in Positive Outcomes in Employment Status		
Unit of Measurement	Baseline	Benchmark
Employed part-time	10%	5%

SS #3: Increase in Positive Outcomes in Employment Status		
Unit of Measurement	Baseline	Benchmark
Enrolled in an educational program	5%	5%

SS #3: Increase in Positive Outcomes in Employment Status		
Unit of Measurement	Baseline	Benchmark
Enrolled in job training program	1%	0%

SS #3: Increase in Positive Outcomes in Employment Status		
Unit of Measurement	Baseline	Benchmark
Unemployed	0	0

For this activity, we expect participants who benefit from extending the period of \$0 HAP will be persons who are almost exclusively working full-time either at one job or are able to compile adequate earned income from 2 or more part-time jobs so that they reach \$0 HAP status. A few may also be attending school or job training, but the typically those activities do not contribute to a family achieving a \$0 HAP status since there is often little or no income to the household from these activities.

SS #4: Households Removed from Temporary Assistance for Needy Families		
Unit of Measurement	Baseline	Benchmark
Number of households receiving TANF assistance	5	2

SS #6: Reducing Per Unit Subsidy Costs for Participating Households		
Unit of Measurement	Baseline	Benchmark
Average amount of Section 8 and/or Section 9 subsidy per household affected by this policy in dollars (increase).	\$0	\$0

Households participating in this activity do not receive subsidy to begin with. There is no possibility of decreasing the subsidy costs for these households as a result of this activity.

SS #7: Increase in Agency Rental Revenue		
Unit of Measurement	Baseline	Benchmark
PHA rental revenue in dollars (increase)	\$0	\$0

SS #8: Households Transitioned to Self Sufficiency		
Unit of Measurement	Baseline	Benchmark
Number of households transitioned to self sufficiency (increase)	20	30

HC #3: Decrease in Wait List Time		
Unit of Measurement	Baseline	Benchmark
Average applicant time on wait list in months (decrease)	7 months	6 months

- E. Describe the data collection process and the proposed metrics the Agency will use to measure how this activity will achieve one or more of the MTW statutory objectives: PMHA will collect data from 50058 and HAP registers to document the number of families who benefit from the activity.
- F. Cite the authorizations detailed in Attachment C or D of this Restated Agreement that give the Agency the flexibility to conduct the activity, and include the specific citations of the Act or regulation as identified in Attachment C or D of this Restated Agreement that authorize the Agency to make the change: This activity is authorized under Attachment C, Paragraph D (2) (a) of the Restated Agreement, which waives certain provisions of Sections 8(o)(1), 8(o)(2), 8(o)(3), 8(o)(10) and 8(o)(13) of the 1937 Act and 24 CFR 982.508, 24 CFR 982.503, and 24 CFR 982.518 as necessary to implement this activity.
- G. Describe the hardship policy: Not Applicable.

*NEW HCV-14 Permit Decreases in Payment Standards At Next Scheduled Verification*

- A. Describe each proposed MTW activity: Portage Metropolitan Housing Authority proposes changing the implementation of new payment standards established by the housing authority to be effective at the date of the anniversary of household assistance (formerly known as the annual verification), rather than be implemented at the second annual verification following the change. Under present regulations, housing authorities may not lower payment standards until the 2<sup>nd</sup> annual certification after the lowering of the payment standards, which greatly hampers a PHA from taking action to lower HAP costs quickly and more fairly across all participant households. In 2013, PMHA raised minimum rents from \$25 to \$50 as part of its response to the federal sequester and the need to reduce HAP costs. This increased the rent burden on the lowest income participants and for lesser results on HAP than if PMHA were permitted to reduce payment standards slightly, across the board for all participants.
- B. Describe how each proposed activity relates to at least one of the three statutory objectives: Reduce cost and achieve greater cost effectiveness in Federal expenditures
- C. Identify and discuss the anticipated impact of each proposed MTW activity on the stated objective. This activity is considered critical to PMHA being able to adjust HAP spending quickly and in a more equitable manner (compared to raising minimum rents or adjusting rent calculations) that can spread the cost of budget cuts across a greater portion of the HCV recipient population more quickly.
- D. Describe the baselines and proposed benchmarks and metrics that the Agency will use to measure the performance and progress of the MTW activities

SS #6: Reducing Per Unit Subsidy Costs for Participating Households		
Unit of Measurement	Baseline	Benchmark
Average amount of Section 8 subsidy per household affected by this policy in dollars	\$527 per month	\$517 per month

CE #1: Agency Cost Savings		
Unit of Measurement	Baseline	Benchmark
Total cost of task in dollars (decrease)	Est. \$21,644	\$10,834

As this activity is only implemented by PHA discretion if fair market rents decrease or if there is compelling financial need to prevent PMHA from terminating HAP contracts, it is possible this activity will not be implemented beyond a change to the Administrative Plan of the Housing Choice Voucher program.

CE #5: Increase in Agency Rental Revenue		
Unit of Measurement	Baseline	Benchmark
Rental revenue in dollars (increase)	\$0	\$0

This activity would not impact rental revenue to the agency. If implemented, it would have the effect of reducing subsidy costs through Housing Assistance Payments.

- E. Describe the data collection process and the proposed metrics the Agency will use to measure how this activity will achieve one or more of the MTW statutory objectives: Data will be collected from the PMHA database system and include the number of affected households, the number of family moves that may be attributable to rent burden and potential HAP savings.
- F. Cite the authorizations detailed in Attachment C or D of this Restated Agreement that give the Agency the flexibility to conduct the activity, and include the specific citations of the Act or regulation as identified in Attachment C or D of this Restated Agreement that authorize the Agency to make the change: This activity is authorized under Attachment C, Paragraph D (2) (a) of the Restated Agreement, which waives certain provisions of Sections 8(o)(1), 8(o)(2), 8(o)(3), 8(o)(10) and 8(o)(13) of the 1937 Act and 24 CFR 982.508, 24 CFR 982.503, and 24 CFR 982.518 as necessary to implement this activity.
- G. Describe the hardship policy: Although PMHA does not consider this a rent reform policy, it will consider exceptions to these changes for persons with disabilities who may need a reasonable accommodation based on housing availability and accessibility.

*HCV-15 Change the Allocation of Interest Earned for the Housing Choice Voucher Family Self Sufficiency Program*

- A. Describe each proposed MTW activity: Portage Metropolitan Housing Authority will no longer apply escrow credits for interest earned on funds deposited for the Housing Choice Voucher Family Self-Sufficiency Program. These funds will be made available for ongoing HAP needs for the Housing Choice Voucher Program as a whole.
- B. Describe how each proposed activity relates to at least one of the three statutory objectives: Reduce cost and achieve greater cost effectiveness in Federal expenditures.
- C. Identify and discuss the anticipated impact of each proposed MTW activity on the stated objective. PMHA expects that the impact of this activity will provide minimal additional revenue to the Housing Choice Voucher funds. The anticipated income will be approximately \$200 a year, based on the current balance in the escrow account and the current interest rate on the investment of .45% interest rate. It is estimated that staff savings of approximately 12 hours per year will be saved on the month reconciliation of the multiple subsidiary accounts will also be saved.
- D. Describe the baselines and proposed benchmarks and metrics that the Agency will use to measure the performance and progress of the MTW activities: The current baseline is that 12 man-hours a year are dedicated to the issue of interest on FSS Escrow accounts and the distribution of that interest among the various accounts. Additionally, escrow interest paid to the PMHA instead of residents will increase revenue by about \$200 per year.

CE #1: Agency Cost Savings		
Unit of Measurement	Baseline	Benchmark
Total cost of task in dollars (increase)	\$700 annually	\$0

- E. Describe the data collection process and the proposed metrics the Agency will use to measure how this activity will achieve one or more of the MTW statutory objectives: PMHA will collect data from statements issued by the depository institutions handling PMHA investments and deposit accounts, as well as financial records of the housing authority.
- F. Cite the authorizations detailed in Attachment C or D of this Restated Agreement that give the Agency the flexibility to conduct the activity, and include the specific citations of the Act or regulation as identified in Attachment C or D of this Restated Agreement that authorize the Agency to make the change: This activity is authorized under Attachment C, Paragraph E, and waives certain provisions of 24 CFR 984 as necessary to implement this activity.
- G. Describe the hardship policy: Not applicable.

**Public Housing Program**

*PH-13 Cap on dependent child deduction*

- A. Describe each proposed MTW activity: This activity would cap the number of dependent child deductions for Public Housing at 2 children, with households having more than 2 children being entitled to the income deduction for 2 children. This activity is being re-proposed because the Housing Choice Voucher program will undergo rent reform activities in 2014 that will lead PMHA to reinstate conventional child deductions for Housing Choice Voucher families. The Public Housing program will see no change to its existing policies because for that program, it is an ongoing MTW activity.
- B. Describe how each proposed activity relates to at least one of the three statutory objectives: PMHA considers this activity as a MTW under the statutory objective to reduce cost and achieve greater cost effectiveness in federal expenditures.
- C. Identify and discuss the anticipated impact of each proposed MTW activity on the stated objective: PMHA identifies and anticipates the impact of this activity is that rental revenue will increase (as compared to the traditional HUD system of treatment for dependent child deductions. As this has been an ongoing activity for Public Housing since the implementation of MTW in 2000, PMHA expects no impact from the re-classification of the activity as “new” in this plan. The re-classification reflects a change in the Housing Choice Voucher program.
- D. Describe the baselines and proposed benchmarks and metrics that the Agency will use to measure the performance and progress of the MTW activities:

CE #1: Agency Cost Savings		
Unit of Measurement	Baseline	Benchmark
Total cost of task in dollars (decrease)	\$18,240 in 2013	\$18,000 annually, varying on the composition of families at any one time

- E. Describe the data collection process and the proposed metrics the Agency will use to measure how this activity will achieve one or more of the MTW statutory objectives: PMHA will collect data from 50058 forms for Housing Choice Voucher participant families affected by this activity to determine the impact on the agency and families.
- F. Cite the authorizations detailed in Attachment C or D of this Restated Agreement that give the Agency the flexibility to conduct the activity, and include the specific citations of the Act or regulation as identified in Attachment C or D of this Restated Agreement that authorize the Agency to make the change: Attachment C, Section C(11) of the Restated Agreement, waiving certain provisions of Section 3(a)(2), Section 3(a)(3)(A) and Section 6(l) of the 1937 Act and 24 CFR 5.603, 5.611, 5.628, 5.630, 5.632, 5.634, and 960.255 and 966 Subpart A.
- G. Describe the hardship policy: There will be no recognition of hardship for this policy. Families with larger sized families will retain all rights to be housed in units appropriate for their family size.

**Both Public Housing and Housing Choice Voucher Programs**

*NEW B-7 Adoption of Local Investment Policies*

- A. Describe each proposed MTW activity: Portage Metropolitan Housing Authority seeks to evaluate and utilize State of Ohio investment alternatives when appropriate for earning greater returns without compromising asset safety.
- B. Describe how each proposed activity relates to at least one of the three statutory objectives: The proposed activity relates to increasing revenue to the agency at no additional cost or risk to taxpayers, achieving greater cost effectiveness from the original federal expenditure. Additionally, State of Ohio investments often are more liquid than many investment options available to PMHA, so even at equal rates the liquidity of the investment is also more desirable.
- C. Identify and discuss the anticipated impact of each proposed MTW activity on the stated objective: PMHA would anticipate being able to generate greater revenue through the procurement of greater investment rates of return on housing authority dollars, thereby increasing the funds available for housing and related services to the community.
- D. Describe the baselines and proposed benchmarks and metrics that the Agency will use to measure the performance and progress of the MTW activities:

CE #4: Increase in Resources Leveraged		
Unit of Measurement	Baseline	Benchmark
Amount of funds leveraged in dollars	\$18,000 per year	\$40,000 per year

- E. Describe the data collection process and the proposed metrics the Agency will use to measure how this activity will achieve one or more of the MTW statutory objectives: PMHA will collect data from both the applicable State of Ohio investment vehicles and compare rates of return against those offered in compliance with current HUD investment regulations.
- F. Cite the authorizations detailed in Attachment C or D of this Restated Agreement that give the Agency the flexibility to conduct the activity, and include the specific citations of the Act or regulation as identified in Attachment C or D of this Restated Agreement that authorize the Agency to make the change: Attachment C, Section B(5) of the Restated Agreement, Section 6(c)(4) of the 1937 Act and 24 CFR 982.156.
- G. Describe the hardship policy: Not applicable.

*NEW B-8 Verifications of Income Valid for 180 Days*

- A. Describe each proposed MTW activity: Portage Metropolitan Housing Authority proposes extending the length of time for verified application data to be considered valid to 180 days.
- B. Describe how each proposed activity relates to at least one of the three statutory objectives: The proposed activity reduces cost and achieves greater cost effectiveness in Federal expenditures.
- C. Identify and discuss the anticipated impact of each proposed MTW activity on the stated objective. PMHA expects the activity would reduce the amount of

duplicative work caused by various factors in validating all needed information provided at the time of a completed application and processing from the wait list. Reasons range from uncooperative verification sources, timing issues with vacating units, vacancy turnover in Public Housing, and finding units for the voucher program.

- D. Describe the baselines and proposed benchmarks and metrics that the Agency will use to measure the performance and progress of the MTW activities:

CE #1: Agency Cost Savings		
Unit of Measurement	Baseline	Benchmark
Total cost of task in dollars (decrease)	\$0	\$420

CE #2: Staff Time Savings		
Unit of Measurement	Baseline	Benchmark
Total time to complete the task in staff hours	0 hours annually	30 hours annually

- E. Describe the data collection process and the proposed metrics the Agency will use to measure how this activity will achieve one or more of the MTW statutory objectives: PMHA will be able to utilize internal agency reports to track the number of times an admission takes place using data older than 120 days.
- F. Cite the authorizations detailed in Attachment C or D of this Restated Agreement that give the Agency the flexibility to conduct the activity, and include the specific citations of the Act or regulation as identified in Attachment C or D of this Restated Agreement that authorize the Agency to make the change: Authorizations for this activity are found in Attachment C, Paragraph D (3)(b), and 24 CFR 982.516 and 982 Subpart E.
- G. Describe the hardship policy: Not Applicable.

*NEW B-9 Eliminate All Excluded Income from the Income Verification Process*

- A. Describe each proposed MTW activity: Portage Metropolitan Housing Authority would cease verifying any fully excluded income sources for households participating in the Housing Choice Voucher and Public Housing programs.
- B. Describe how each proposed activity relates to at least one of the three statutory objectives: The proposed activity reduces cost and achieves greater cost effectiveness in Federal expenditures.

- C. Identify and discuss the anticipated impact of each proposed MTW activity on the stated objective: While PIH 2013-04 provides guidance for this activity, the approval as an MTW activity would ensure that developed practices would continue if PIH 2013-04 is rescinded, amended or superseded. The activity is expected to simplify income verifications, saving time for PMHA staff, participants and other agencies.
- D. Describe the baselines and proposed benchmarks and metrics that the Agency will use to measure the performance and progress of the MTW activities:

CE #1: Agency Cost Savings		
Unit of Measurement	Baseline	Benchmark
Total cost of task in dollars (decrease)	\$5,600	\$0

CE #2: Staff Time Savings		
Unit of Measurement	Baseline	Benchmark
Total time to complete the task in staff hours	400 hours annually	0 hours annually

CE #3: Decrease in Error Rate of Task Execution		
Unit of Measurement	Baseline	Benchmark
Average error rate in complete a task as a percentage (decrease)	2%	0%

- E. Describe the data collection process and the proposed metrics the Agency will use to measure how this activity will achieve one or more of the MTW statutory objectives: PMHA would collect data on the number of families affected by this by their receipt of fully excluded income and the analysis of time needed to verify this information provided by residents.
- F. Cite the authorizations detailed in Attachment C or D of this Restated Agreement that give the Agency the flexibility to conduct the activity, and include the specific citations of the Act or regulation as identified in Attachment C or D of this Restated Agreement that authorize the Agency to make the change: Authorizations for this activity are included in the Restated Agreement,

Attachment C, Paragraph D (1) (c) and Attachment C, Paragraph D (3) (b) and 24 CFR 982.516, as well as the current PIH Notice 2013-04.

- G. Describe the hardship policy: Not applicable. There is no possibility this activity will cause a hardship for a resident, since the excluded income made no impact on rents or tenant payments.

*B-10 Elderly and Disabled Rent Recertifications Every Three Years*

- A. Describe each proposed MTW activity: Under previous MTW authorization for Public Housing, PMHA is permitted to conduct recertifications biennially for elderly and disabled households living in Public Housing. This MTW activity would allow PMHA to conduct recertifications at least once every three years for elderly and disabled households, and it would extend the authorization to the Housing Choice Voucher program. PMHA would conduct the next recertification as scheduled for these households, and during that process determine if their next recertification would occur in 1, 2, or 3 years. The household would then be on a triennial schedule. The fiscal impact for this activity is determined to be approximately \$18,500 per year for the Housing Choice Voucher program and \$2,800 per year for the Public Housing program. This calculation assumes that the primary source of income for these households (Social Security and/or SSI) increases by 3% annually, a conservative estimate considering that the Social Security Administration has implemented a cost of living increase of 3% or more in only two of the last seven years, and twice in the last five years implemented no cost of living adjustment. In a year which there is no cost of living adjustment by Social Security, the fiscal impact to PMHA is virtually zero. All income lost by PMHA will instead be available to the senior and disabled residents of Public Housing and participants in the Housing Choice Voucher programs. The activity is being re-proposed as means to increase administrative efficiency and reduce cost to PHA programs. PMHA will implement a locally-designed equivalent for the HUD-9886 form to facilitate the implementation of this activity.
- B. Describe how each proposed activity relates to at least one of the three statutory objectives: The proposed activity reduces cost and achieves greater cost effectiveness in Federal expenditures.
- C. Identify and discuss the anticipated impact of each proposed MTW activity on the stated objective. PMHA estimates this activity would reduce recertifications taking place each year by about 415 annual examinations.
- D. Describe the baselines and proposed benchmarks and metrics that the Agency will use to measure the performance and progress of the MTW activities:

CE #1: Agency Cost Savings		
Unit of Measurement	Baseline	Benchmark
Total cost of task in dollars (decrease)	\$38,640	\$25,760

CE #2: Staff Time Savings		
Unit of Measurement	Baseline	Benchmark
Total time to complete the task in staff hours	2,760 hours annually	1,840 hours annually

CE #5: Increase in Agency Rental Revenue		
Unit of Measurement	Baseline	Benchmark
Rental revenue in dollars (increase)	\$0	\$0

While this activity will reduce costs or enable staff time freed from the activity to be used in other ways, it should have no impact on agency rental revenue.

- E. Describe the data collection process and the proposed metrics the Agency will use to measure how this activity will achieve one or more of the MTW statutory objectives: PMHA will collect data from the 50058 data compiled in the Yardi software system as to the number of annual recertifications. Additionally, a work study will be performed to estimate current work time needed to conduct an annual recertification to document the cost savings under this activity.
- F. Cite the authorizations detailed in Attachment C or D of this Restated Agreement that give the Agency the flexibility to conduct the activity, and include the specific citations of the Act or regulation as identified in Attachment C or D of this Restated Agreement that authorize the Agency to make the change: Authorizations for this activity are found in Attachment C, Paragraph D(1)(c) and waives provisions of Section 8(o)(5) of the 1937 Act and 24 CFR 982.516.
- G. Describe the hardship policy: Families affected by this activity will continue to be permitted to request a new recertification if their income decreases at any time. There should be no hardships to participants under this activity, and as a result program participants will not be entitled to ask for hardship consideration.

## **VI. Ongoing MTW Activities: HUD Approval Previously Granted**

For the following listed activities, this describes the information requested for HUD-50900.

- A: List activities continued from the prior plan year(s); specify the Plan Year in which the activity was first identified and implemented.
- B. Provide an update on the status of the activity.
- C. For the Plan Year, indicate if the Agency anticipates any changes, modifications or additions to Attachment C authorizations
- D. Describe if the Agency is using outside evaluators

### **HOUSING CHOICE VOUCHERS**

*HCV-1. Restrict portability moves out of Portage County for the Housing Choice Voucher Program.*

Families seeking to move out of Portage County would be permitted to utilize portability to any jurisdiction if the receiving jurisdiction were willing to absorb the household. If the receiving jurisdiction chose to bill PMHA, the family could port to that jurisdiction only if the receiving jurisdiction had payment standards or fair market rents less than or equal to Portage County (Akron MSA). This restriction does not apply to portability moves out of Portage County that are justified under laws and regulations applicable to reasonable accommodations for disability and to federal Violence Against Women Act provision.

- A. Year Identified and Implemented: 2009
- B. The activity has been implemented and is a part of the “port-out” process for Housing Choice Voucher participants who are seeking to move to communities where payment standards exceed those of Portage Metropolitan Housing Authority, as a means of reducing impact on budgeted resources caused by portability moves outside of Ohio to high-rent communities where the receiving Housing Authority may not absorb the in-coming participant
- C. PMHA anticipates no change or modification to this authorization.
- D. No outside evaluator is being used for this activity

*HCV-2. Amend the Homeownership Voucher Program to include households who are presently homeowners and under foreclosure.*

Homeowners under foreclosure would be permitted to participate in the Homeownership Voucher Program to assist in resolving issues with the bank/mortgage company seeking foreclosure.

- A. Year Identified and Implemented: 2010 (amended from original homeownership program authorization in 1999.)
- B. This activity is in place, awaiting referrals of qualified households. PMHA is seeking additional partners to make referrals, as well as address issues identified with requiring a professional home inspection in addition to an HQS inspection prior to the beginning of assistance. The 1999 Homeownership Program authorized in 1999 had essentially become the same as the Voucher Homeownership Program available to other, non-MTW housing authorities. The foreclosure activity is unique, however.
- C. PMHA does not expect to modify the feature during 2014.
- D. No outside evaluator is being used for this activity.

*HCV-3. Initial rent burden cap of 50% of adjusted monthly income.*

Rather than utilizing the 40% initial rent burden cap set by Congress and HUD, PMHA utilizes a 50% cap in one effort to assist in housing choice for families who desire to use a great share of income for housing purposes. *This existing Activity HCV-3 is being re-proposed in the Proposed Activities section above as Re-Proposed HCV-3, due to PMHA seeking to increase the cap percentage from 50% to 70%.*

- H. Year Identified and Implemented: 1999
- I. The activity is an ongoing activity of the PMHA for over a decade. It is a feature that permits the Housing Choice Voucher participant to choose housing that may be more costly than otherwise permitted under HUD rules and the US Housing Act of 1937. No family is required to do so, but for those who can and are willing to adjust family expenditures to reflect desires for housing over other wants and needs.
- J. PMHA proposes, as part of this plan, to ask for the elimination of the initial rent burden cap based on monthly adjusted income. This is reflected in HCV-13, described above in the proposed activities.
- K. No outside evaluator is being used for this activity.

*HCV-4. Project-Based Voucher Program*

A project-based voucher program would be developed with a different set of rules and regulations than those provided by the HUD standard program.

- A. Year Identified and Implemented: 1999, with additional authorizations granted and implemented in 2009.
- B. The activity underwent significant change, through clarification and amendment, after a HUD audit determined additional authorizations were needed to ensure program success and compliance with all HUD regulations.
- C. Additional Changes to the authorizations are requested as proposed activities for 2014, and are described above as HCV-18 and HCV-21.
- D. No outside evaluator is being used for this activity.

*HCV-5. Alternative Housing Quality Standards Compliance*

PMHA may use the results of municipal housing/rental housing inspections as an alternative to HQS, where available.

- A. Year Identified and Implemented: 2011
- B. The activity was implemented in 2011 as a means of ensuring HQS standards while minimizing the amount of intrusion upon Section 8 landlords and participants through multiple housing inspections by various government entities.
- C. PMHA is proposing to modify this activity in 2014.
- D. No outside evaluator is being used for this activity.

*HCV-6 Time Limits*

Participants will be permitted three years of Housing Choice Voucher assistance upon admission. They can earn extensions by reporting work and education activities or by documented participation in community service activities.

- A. Year Identified and Implemented: 2013.
- B. The activity is under implementation in 2013, with drafting of policies, information sharing with residents and consultation with community groups and stakeholders in process. The HCV time limits will impose a three-year time limit for households that have adult members who are not disabled or elderly. Extensions

of time will be granted on a month for month basis for individuals who report work, educational, or approved community service activities.

- C. PMHA does not expect to modify this feature in 2014.
- D. No outside evaluator is being used for this activity.

#### *HCV-7 Capped Utility Reimbursement Checks*

Utility allowance checks will be capped based on the rates and amounts provided through the Public Utilities Commission's PIPP Plus program, which allows low-income families to pay for utilities on a percentage of income rather than usage, with the difference forgiven by the utility.

- A. Year Identified and Implemented: 2012
- B. The activity found to have problems with software implementation and tracking and has been temporarily been put on hold while PMHA works with software providers to design a solution for proper accounting of the feature.
- C. PMHA does not expect to modify this feature in 2014.
- D. No outside evaluator is being used for this activity.

#### *HCV-8 Transitional Housing Vouchers*

The Transitional Housing Voucher feature allows for PMHA to move a long-standing transitional housing program located at Renaissance Place, a Public Housing development, to a tenant-based program that offers supportive services and also offers greater choice in housing choice for participating families. This change allows for Public Housing to become more uniformly managed, while offering a more flexible approach to housing formerly homeless persons for one year.

- A. Year Identified and Implemented: 2012
- B. This activity has been implemented in 2012. It provides a one-year voucher to families participating in a transitional housing program. Intensive supportive services are provided to participants, with an emphasis on employment and self-sufficiency during the year. The voucher ends after one year and is not renewable, but participants are eligible to obtain Public Housing or a traditional Housing Choice Voucher during their time in this program.
- C. PMHA seeks to modify this feature slightly by increasing the maximum number of vouchers authorized from 42 to 48 vouchers.
- D. No outside evaluator is being used for this activity.

## **PUBLIC HOUSING**

#### *PH-1. Escalating Minimum Rent*

The basis for this activity was to create an economic incentive for families to seek economic improvement during their Public Housing occupancy, or to exit Public Housing if they had an extended period of time at minimum rent levels over several years, while avoiding arbitrary time limits on Public Housing occupancy.

- A. Year Identified and Approved by HUD: 2009
- B. The activity was implemented in 2009, and some families are paying a minimum rent of \$50 based on their longevity in Public Housing, others are paying \$25 a month based on their longevity.
- C. This activity was ended in 2011, as its implementation was unwieldy and not beneficial to the goals of the agency and the MTW Demonstration.
- D. No outside evaluator is being used for this activity.

*PH-2. Maximum Rent*

The Maximum Rent feature offers rent relief to families who attain better employment and/or increase their income, capping their rents at levels designed to encourage long term of residency, resident asset accumulation, and provide greater stability to PMHA Public Housing developments.

- A. Year Identified and Approved by HUD: 2009
- B. The activity was implemented in 2009 and several families are now paying the maximum rent. Families paying maximum rent demonstrate greater willingness to remain in Public Housing and to provide stability to PMHA rental communities than under the previous ceiling rents and the pure "income-based" rents.
- C. PMHA will evaluate the amounts used for the Maximum Rent feature, but it is not changing the policy or philosophy behind the activity.
- D. No outside evaluator is being used for this activity.

*PH-3. Elderly and Disabled Rent Recertifications Biennially*

Elderly and/or disabled persons with "fixed" incomes would be subjected to rent determinations biennially instead of annually, as both a convenience to tenants and a cost-saving administrative improvement for Public Housing. This activity is being revised and discontinued under this title and will be referenced under B-11, currently presented in the Proposed Activities section.

- A. Year Identified and Approved by HUD: 2000
- B. The activity has been implemented since 2000, and provides both administrative relief to PMHA and additional convenience to individuals whose incomes are relatively fixed, and typically only increase by a minor amount each year. By verifying income and adjusting rents upward accordingly, PMHA does sacrifice some income, but at the relief of office time to verify minimal changes. All affected households can choose to be certified annually, but will be assessed the appropriate rent those calculations determine.
- C. PMHA intends to change this feature in proposed feature B-11 listed in Proposed Activities above to conduct recertifications of income to every three years.
- D. No outside evaluator is being used for this activity.

*PH-4. Change in Employment Income*

Increases in employment income would not be counted towards rent amounts until the next regular re-certification.

- A. Year Identified and Approved by HUD: 2009
- B. The activity permits relatively small changes in income, which can occur frequently, to have no effect on rental amounts. Rents are adjusted at the next regular re-certification rather than at each change event. It was implemented in 2009
- C. PMHA does not intend a change in this policy for 2014.
- D. No outside evaluator is being used for this activity.

*PH-5. Rent Adjustment for Income Decreases*

This activity limits rent adjustments for temporary and relatively small income decreases, providing an administrative efficiency to PMHA.

- A. Year Identified and Approved by HUD: 2009

- B. The activity was implemented in 2009, and has reduced administrative burden by not making adjustments for changes in rents when a decrease in income is of less than 30 day duration or is of less than \$1,000 in value.
- C. PMHA does not intend a change in this policy for 2014.
- D. No outside evaluator is being used for this activity.

*PH-6. Overall Percentage of Income Amounts for Rent Calculations*

The percentage of earned income would be set at 26% of income in an effort to promote work activity and to offset the elimination of the allowance for non-reimbursed childcare expenses.

- A. Year Identified and Approved by HUD: 2009
- B. This activity was implemented in 2013, and simplified rent calculations for Public Housing residents and staff. This feature was implemented in coordination with other rent-setting activities involving earned income and other allowances and deductions.
- C. This activity will continue. It will be evaluated as it continues to ensure affordability is not compromised.
- D. No outside evaluator is being used for this activity.

*PH-7. Eliminate Allowance for Non-Reimbursed Childcare Expenses*

Allowances for non-reimbursed child care expenses were eliminated from rent calculations, in part of an overall rent reform that reduced the percentage of income counted towards rent for persons who have earnings.

- A. Year Identified and Approved by HUD: 2009
- B. This activity was implemented in 2013. The activity was intertwined as part of the implementation described in #6 above, and is intended to simplify the rent calculation process.
- C. This activity will continue. It will be evaluated as it continues to ensure affordability is not compromised.
- D. No outside evaluator is being used for this activity.

*PH-8. Deduction for Elderly or Disabled Adults*

The activity is designed to increase the deduction for elderly and disabled households from \$400 to another, higher deduction amount as part of an effort to eliminate the allowance for unreimbursed medical expenses.

- A. Year Identified and Approved by HUD: 2009
- B. This activity was not be used in 2013.
- C. This activity will not be used in 2014.
- D. No outside evaluator is being used for this activity.

*PH-9. Providing Transitional Housing*

PMHA has dedicated Renaissance Place and a portion of Community Estates, two Public Housing developments, for the purpose of two-year transitional housing for the homeless.

- A. Year Identified and Approved by HUD: 1999
- B. This activity was implemented under local waivers granted by HUD prior to 1999, and has continued uninterrupted since 1999. This housing provides a critical niche in the housing continuum for Portage County. MTW implementation is 1999.
- C. PMHA is in process of ending the program of offering transitional housing at Renaissance Place, a PMHA Public Housing development. The funding for

services to the residents has changed and decreased, changing the focus of the services offered to residents. As a result, PMHA has used MTW authority to create a transitional Housing Choice Voucher better equipped to match housing with services and is phasing out transitional housing at Renaissance Place.

- D. No outside evaluator is being used for this activity.

*PH-10. PMHA to Operate Group Homes as Public Housing*

PMHA has long operated group home buildings as Public Housing. As described below, in 2009 some at HUD questioned whether group homes were a legal use under the Public Housing program, even though the Washington Group Home was constructed specifically as a group home with HUD development funds in 1985, and HUD was prominently represented at the grand opening of the project. PMHA's request to include its two group home properties to provide protection to the residents of the group homes, that they would not be made to move as a result of a change in HUD policy, as well as to protect important community assets for Portage County.

- A. Year Identified and Approved by HUD: 2009
- B. This activity was implemented several years before approval in 2009 and has been a continuing activity. It became a MTW activity when opinions offered by HUD suggested that a group home as Public Housing was not an allowed activity. PMHA has a group home known as Walnut House, located in Ravenna, which houses persons with mental illnesses in conjunction with Coleman Professional Services. This property has 13 units of housing, but PMHA uses one of the 13 units as space for supportive services activities.

PMHA has a second property known as Washington Group Home, which has a capacity for 8 individuals to reside in a supportive, group home environment. Prior to 2011, the property was in use as a group home for persons with developmental disabilities. After the service provider withdrew services and moved residents to their development, PMHA contracted with a non-profit to operate a program for women aging out of the foster care system. This program failed to achieve its goals for participation and residency and was terminated in 2012. In 2013, PMHA leased the building to Family and Community Services for a 364-day period for the purposes of housing and providing services to men who are addressing alcohol and drug addiction issues in their lives. The new program has flourished in the first six months of operation and is well-received in the community.

- C. PMHA anticipates no change in 2014 for either group home project.
- D. No outside evaluator is being used for this activity.

*PH-11 Deduction for Absent Child*

A deduction for a child being supported in another household through child support would be allowed, subject to the maximum child deduction cap of two children total.

- A. Year Identified and Approved by HUD: 2009
- B. The policy was not implemented, a decision reached after reviewing the documentation and work efforts needed to verify circumstances involved, the resulting impact on households and further policy discussion relating to desired results on low-income and participating households.
- C. The activity will not be implemented

*PH-12 Exclusion of overtime, bonuses and income from bank assets*

To promote the accumulation of assets, PMHA does not count overtime and bonuses from work, nor does it count income from bank assets towards the rent determination calculations.

- A. Year Identified and Implemented: 1999
- B. The activity is part of the overall rent reform initiatives created with the original Moving to Work application and agreement, and has simplified some aspects of rent calculations, as it relates to bank assets and as an alternative to the earned income disallowance. The exclusion of overtime and bonuses has become relatively insignificant in general, as high unemployment rates have diminished opportunities for overtime. Bonuses has become virtually non-existent.
- C. PMHA has maintained this feature for Public Housing and plans to continue to do so for 2014.
- D. No outside evaluator is being used for this activity.

### **PUBLIC HOUSING AND HOUSING CHOICE VOUCHER BOTH**

#### *B-1 Cap on dependent child deduction*

The maximum child deduction a family with children may receive is based on no more than two children, regardless of the number of the children in the household. This activity is being re-proposed and re-numbered as PH-12 in the Proposed Activities section to accommodate a change in Housing Choice Voucher program activities.

- A. Year Identified and Implemented: 1999.
- B. The activity continues as part of the overall rent reform activities of 1999. It has been unchanged since its inception. Families who have additional children are still provided vouchers at the appropriate size for the family, and thus increases to the family size do lead to more housing subsidy if the family is under-housed.
- C. PMHA anticipates changing this feature in 2014 for the Housing Choice Voucher Program. The description of this change is described in Activity HCV-9. This feature is not scheduled for change in 2014 for the Public Housing Program.
- D. No outside evaluator is being used for this activity.

#### *B-2 Utility Allowance Payments are used to repay participant debts owed to the Housing Authority.*

Rather than mail out utility allowance checks to tenants and participants who owe money to the housing authority, PMHA will recapture these funds for the purposes of re-paying the debts. Once the tenant account is returned to a zero balance, the utility allowance checks will continue.

- A. Year Identified and Implemented: 2009
- B. The activity has been useful in reducing the administrative burden of sending out utility allowance checks to the same households that the housing authority is pursuing collection actions against, for the repayment of debts owed to the Housing Authority.
- C. This authorization will remain available in 2014.
- D. No outside evaluator is being used for this activity.

#### *B-3 Pro-ration of the utility allowance schedule up to the percentage of pro-ration of funding as established by HUD due to appropriations.*

To offer an additional tool to deal with reductions in HUD subsidy for Public Housing or Housing Choice Vouchers, PMHA has authority to reduce utility allowance payments to address funding shortfalls.

- A. Year Identified and Approved by HUD: 2009.
- B. The activity has not been implemented for Housing Choice Voucher. It will be activated in 2013 to address continued funding shortages for the Public Housing Program.
- C. No outside evaluator is being used for this activity.

*B-4. Single Fund Budgeting with Full Flexibility for Eligible Funds*

Authority to use fungibility for eligible funds to meet housing needs and services, regardless of the housing program.

- A. Year Identified and Approved by HUD: 2009
- B. This activity is no long considered a MTW activity and will no longer be reported as such.
- C. There is no change requested for this authorization.
- D. No outside evaluator is being used for this activity.

*B-5 Income verifications conducted for approved government programs may be substituted for PMHA income verifications if performed within the previous 90 days.*

Authority to use the income verifications for TANF or other means-tested government programs as a substitute for the PMHA income verifications, if those other income verifications are not considered "stale."

- A. Year Identified and Approved by HUD: 2009.
- B. The activity was not implemented in 2013, as local concerns about TANF regulations and privacy concerns were being considered.
- C. There is no change requested for this authorization. PMHA intends to review whether changes in the TANF verifications and documentation are compatible with this activity's goals in 2014.
- D. No outside evaluator is being used for this activity.

**VII. Sources and Uses of Funding**

**A. List planned sources (Operating, Capital, HCV) and uses of MTW funds.**

Portage Metropolitan Housing Authority anticipates receiving funds from the following HUD sources during 2014 for MTW activities:

- Public Housing Operating Subsidy to be used for conventional Public Housing operations: \$702,655, pending federal appropriations.
- Housing Choice Voucher Housing Assistance Payments to be used for lease-up and homeownership activities: \$9,630,486, pending federal appropriations.
- Capital Fund Formula Grants for approved modernization and administration expenses: \$362,124, pending federal appropriations.

<b>Source of MTW Funds</b>	<b>Amount</b>
HUD Operating Subsidy	\$702,655
HUD Capital Funds	\$362,124
HUD Housing Choice Voucher	\$9,630,486
Tenant Rents	\$736,428
<b>TOTAL</b>	<b>\$11,431,693</b>

<b>Uses of Funds</b>	<b>Amount</b>
Administrative	\$1,389,465
Tenant Services	\$47,111
Utilities	\$261,400
Maintenance	\$588,360
Insurance	\$144,587
HAP to Landlords	\$8,972,554
<b>TOTAL</b>	<b>\$11,403,477</b>

**B. List planned sources and uses of State or local funds.**

Portage Metropolitan Housing Authority plans to receive funding from the following sources of state and local funding:

Shelter Plus Care, funds provided to fund rental housing assistance for disabled homeless persons. Those housed also receive mental health services addressing stability, healing and self sufficiency supportive services. PMHA anticipates \$185,928 for the 25 units of tenant-based assistance as a renewal of an existing grant. PMHA has also been awarded an additional 25 units of tenant-based assistance for a 5-year period worth \$873,000 for the entirety of the grant.

City of Kent grant funds (if available and awarded in 2014) would promote security and community improvements at all PMHA-owned developments in the city limits. PMHA would expect to apply for \$10,000 in 2014.

**C. List planned sources and uses of the COCC.**

<u>Source</u>	<u>Amount</u>
Capital Grants	\$38,254
Management Fee	\$181,090
Asset Management Fee	\$0
Bookkeeping Fee	\$26,408
<b>TOTAL</b>	<b>\$245,752</b>

<u>Source</u>	<u>Amount</u>
Administrative Expenses	\$180,445
Maintenance Expenses	\$48,900
Utility Expenses	\$3,244
Insurance	\$9,774
Other	\$2,415
<b>TOTAL</b>	<b>\$244,778</b>

**D. If using a cost allocation or fee for service approach that differs from 1937 Act requirements, describe the deviations and the reasons therefore.**

Not applicable.

**E. List or describe use of single-fund flexibility, if applicable, describe uses across traditional program lines or special circumstances in support of an MTW activity.**

PMHA is not currently planning to use Single-Fund flexibility during 2014. It considers this flexibility valuable, however, as a tool to allow the housing authority to address the risks involved in current Congressional funding, including applications of sequestration, appropriations reductions, government debt ceilings and the risk of government shut-down.

**F. List reserve balances at the beginning of the Plan year.**

PMHA opts not to provide this information in the Annual Plan.

**G. In Plan Appendix, provide planned sources and uses by AMP**

PMHA opts not to provide this information in the Annual Plan.

**VIII. Administrative****A. Resolution signed by the Board of Commissioners adopting the Annual MTW Plan Certification of Compliance.**

The resolution is attached.

**B. Description of any planned or ongoing Agency-directed evaluations of the demonstration.**

Portage Metropolitan Housing Authority has no formally planned or on-going external evaluations of the Moving to Work Demonstration. Romaine Chritton, Housing and Special Projects Manager, and Pamela Nation, Section 8 Program Manager, compile and analyze data generated for and by the agency to assess the impacts of the activities and results of MTW policy choices. Ms. Chritton and Ms. Nation may also engage a local university and its students as a possible source for evaluation activities, but this is dependent on third parties that PMHA cannot control and budgetary uncertainty for 2014.

Primary data used for this assessment is primarily income amounts and sources, rents and HAP assistance data, along with information related to time and activity of staff. PMHA has a good amount of historic background data from previous years' participation in the demonstration, although much of it is in paper form, making it burdensome for additional compilation. Changes in software have improved the ability to collect and analyze data.





Annual Statement/Performance and Evaluation Report  
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and  
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development  
 Office of Public and Indian Housing  
 OMB No. 2577-0226  
 Expires 4/30/2011

Part II: Supporting Pages							
PHA Name:		Grant Type and Number CFFP (Yes/No):			Federal FFY of Grant:		
Portage Metropolitan Housing Authority		Capital Fund Program Grant No: OH12P031501-14			2014		
		Replacement Housing Factor Grant No:					
Development Number Name/PHA - Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Costs		Total Actual Cost	Status of Work
				Original	Revised	Funds Obligated	Funds Expended
<b>OH3100002 - EAST SIDE</b>							
OH31002P Scattered Sites							
4325 - 4327 Marks Ave	Rehab entire unit						
	abate / LBP / Asbestos	1460	all	56,550.00			
	Concrete Work	1450	as needed	2,500.00			
4333 - 4339 Marks Ave	Rehab entire unit						
	abate / LBP / Asbestos	1460	all	56,550.00			
	Concrete Work	1450	as needed	2,500.00			
3464 - 3466 St. Rt. 183	Rehab interior units						
	Repl basement windows	1460	all	32,500.00			
9876 Blanton Dr.	Rehab Kitchens/Baths/Windows						
	Siding / gutters / downspouts	1460	all	42,500.00			
	Concrete Work	1450	as needed	3,000.00			
9899 Blanton Dr	Rehab Kitchens/Baths/Windows						
	Siding / gutters / downspouts	1460	all	42,500.00			
	Concrete Work	1450	as needed	3,000.00			
1066 Williams	Rehab entire unit						
	abate / LBP / Asbestos	1460	all	35,000.00			
	Concrete Work	1450	as needed	2,500.00			
PHA Wide	Install ADA Bathing System / ADA	1460	as needed	5,000.00			
	Commode						
1 To be completed for the Performance and Evaluation Report. 2 To be completed for the Performance and Evaluation Report or a Revised Annual Statement 3 PHAs with under 250 units in management may use 100% of CFP Grants for operations. 4 RHF funds shall be included here.							

<b>Capital Fund Program - Five -Year Action Plan</b>					U.S. Department of Housing and Urban Development Office of Public and Indian Housing Expires 4/30/2011	
<b>Part I: Summary</b>						
<b>Portage Metropolitan Housing Authority - OH31</b>			City of Kent - 44240, City of Ravenna - 44266 and Portage County, Ohio		<input checked="" type="checkbox"/> <b>Original 5-Year Plan</b>	<input type="checkbox"/> <b>Revision No:</b>
A.	Development Number and Name	Work Statement for Year 1 FFY: 2014	Work Statement for Year 1 FFY: 2015	Work Statement for Year 1 FFY: 2016	Work Statement for Year 1 FFY: 2017	Work Statement for Year 1 FFY: 2018
B.	Physical Improvements Subtotal	Annual Statement	\$ 283,848.00	\$ 295,650.00	\$ 303,263.00	\$ 309,263.00
C.	Management Improvements		3,000.00	3,000.00	3,000.00	3,000.00
D.	PHA-Wide Non-dwelling Structures and Equipment		8,600.00	0.00	0.00	0.00
E.	Administration		21,456.00	23,727.00	35,957.00	35,957.00
F.	Other		12,000.00	8,500.00	8,500.00	2,500.00
G.	Operations		46,816.00	44,843.00	25,000.00	25,000.00
H.	Demolition		0.00	0.00	0.00	0.00
I.	Development		0.00	0.00	0.00	0.00
J.	Capital Fund Financing- Debt Service		0.00	0.00	0.00	0.00
K.	Total CFP Funds		\$ 375,720.00	\$ 375,720.00	\$ 375,720.00	\$ 375,720.00
L.	Total Non-CFP Funds		0.00	0.00	0.00	0.00
M.	Grand Total		\$ 375,720.00	\$ 375,720.00	\$ 375,720.00	\$ 375,720.00













<b>Capital Fund Program - Five -Year Action Plan</b>			U.S. Department of Housing and Urban Development Office of Public and Indian Housing Expires 4/30/2011	
<b>Part III: Supporting Pages - Management Needs Work Statement(s)</b>				
	Work Statement for Year: 4 FFY: 2016		Work Statement for Year: 4 FFY: 2016	
Work Statement for Year 1 FFY 2013	Development Number/Name General Description of Major Work Categories	Estimated Cost	Development Number/Name General Description of Major Work Categories	Estimated Cost
Annual Statement	<b>OH31000001 - EAST AMP</b>		<b>OH31000002 - WEST AMP</b>	
	Resident Security	2,070.00	Resident Security	930.00
	Coordinator of Social Service for Drug Elimination		Coordinator of Social Service for Drug Elimination	
	Administration Salaries and Fringes	24,810.00	Administration Salaries and Fringes	11,147.00
	Operations	17,250.00	Operations	7,750.00
	Subtotal of Estimated Costs	\$ 44,130.00	Subtotal of Estimated Costs	\$ 19,827.00
(4/2008)			Page 8 of 9	form HUD-50075.2

<b>Capital Fund Program - Five -Year Action Plan</b>			U.S. Department of Housing and Urban Development Office of Public and Indian Housing Expires 4/30/2011	
<b>Part III: Supporting Pages - Management Needs Work Statement(s)</b>				
	Work Statement for Year: 5 FFY: 2017		Work Statement for Year: 5 FFY: 2017	
Work Statement for Year 1 FFY 2013 Annual Statement	Development Number/Name General Description of Major Work Categories	Estimated Cost	Development Number/Name General Description of Major Work Categories	Estimated Cost
	<b>OH31000001 - EAST AMP</b>		<b>OH31000002 - WEST AMP</b>	
	Resident Security	2,070.00	Resident Security	930.00
	Coordinator of Social Service for Drug Elimination		Coordinator of Social Service for Drug Elimination	
	Administration Salaries and Fringes	24,810.00	Administration Salaries and Fringes	11,147.00
	Operations	17,250.00	Operations	7,750.00
	Subtotal of Estimated Costs	\$ 44,130.00	Subtotal of Estimated Costs	\$ 19,827.00
(4/2008)			Page 9 of 9	form HUD-50075.2

Annual Statement/Performance and Evaluation Report	U.S. Department of Housing and Urban Development
Capital Fund Program, Capital Fund Program Replacement Housing Factor and	Office of Public and Indian Housing
Capital Fund Financing Program	OMB No. 2577-0226
	Expires 4/30/2011

<b>Part I: Summary</b>			
<b>PHA Name:</b>	<b>Grant Type and Number</b>	<b>FFY of Grant:</b>	
Portage Metropolitan Housing Authority	Capital Fund Program Grant No: OH12P031501-11 Replacement Housing Factor Grant No:	2011	
	Date of CFFP:	<b>FFY of Grant Approval:</b>	
<b>Type of Grant</b>			
<input type="checkbox"/> Original Annual Statement	<input type="checkbox"/> Reserve for Disasters/Emergencies	<input type="checkbox"/> Revised Annual Statement (revision no: )	
<input checked="" type="checkbox"/> Performance and Evaluation Report or Period Ending: June 30, 2013		<input type="checkbox"/> Final Performance and Evaluation Report	

Line	Summary by Development Account	Total Estimated cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations (may not exceed 20% of line 20)	22,464.00	22,464.00	0.00	0.00
3	1408 Management Improvements	6,057.80	6,057.80	2,042.77	2,042.77
4	1410 Administration (may not exceed 10% of line 20)	38,844.00	38,844.00	38,844.00	38,844.00
5	1411 Audit	0.00	0.00	0.00	0.00
6	1415 Liquidated Damages	0.00	0.00	0.00	0.00
7	1430 Fees and Cost	11,110.00	11,110.00	11,110.00	6,610.00
8	1440 Site Acquisition	0.00	0.00	0.00	0.00
9	1450 Site Improvement	60,937.90	60,937.90	60,437.90	57,937.90
10	1460 Dw elling Structures	230,759.60	230,759.60	230,759.60	203,759.60
11	1465.1 Dw elling Equipment - Nonexpendable	0.00	0.00	0.00	0.00
12	1470 Non-dw elling Structures	0.00	0.00	0.00	0.00
13	1475 Non-dw elling Equipment	0.00	0.00	0.00	0.00
14	1485 Demolition	0.00	0.00	0.00	0.00
15	1492 Moving to Work Demonstration	18,268.70	18,268.70	18,268.70	18,268.70
16	1495.1 Relocation Costs	0.00	0.00	0.00	0.00
17	1499 Development Activities 4	0.00	0.00	0.00	0.00
18a	1501 Collateralization or Debt Service paid by the PHA	0.00	0.00	0.00	0.00
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment	0.00	0.00	0.00	0.00
19	1502 Contingency (may not exceed 8% of line 20)	0.00	0.00	0.00	0.00
20	Amount of Annual Grant: (sum of lines 2 - 19)	388,442.00	388,442.00	361,462.97	327,462.97
21	Amount of line 20 Related to LBP Activities	0.00	0.00	0.00	0.00
22	Amount of line 20 Related to Section 504 Activities	0.00	0.00	0.00	0.00
23	Amount of line 20 Related to Security - Soft Costs	2,500.00	2,500.00	0.00	0.00
24	Amount of line 20 Related to Security - Hard Costs	0.00	0.00	0.00	0.00
25	Amount of line 20 Related to Energy Conservation Measures	59,500.00	59,500.00		

Signature of Executive Director	Date	Signature of Public Housing Director	Date
	June 27, 2013		

- 1 To be completed for the Performance and Evaluation Report.
- 2 To be completed for the Performance and Evaluation Report or a Revised Annual Statement
- 3 PHAs with under 250 units in management may use 100% of CFP Grants for operations.
- 4 RHF funds shall be included here.

Annual Statement/Performance and Evaluation Report U.S. Department of Housing and Urban Development  
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and Office of Public and Indian Housing  
 Capital Fund Financing Program OMB No. 2577-0226  
 Expires 4/30/2011

**Part II: Supporting Pages**

<b>PHA Name:</b>		<b>Grant Type and Number</b> CFFP (Yes/No): _____				<b>Federal FFY of Grant:</b>		
Portage Metropolitan Housing Authority		Capital Fund Program Grant No: OH12P031501-11				2011		
Replacement Housing Factor Grant No:								
Development Number	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Costs		Total Actual Cost		Status of Work
Name/PHA - Wide Activities				Original	Revised	Funds Obligated	Funds Expended	
OH31000001 - EAST	<b>Operations</b>	1406	69%	15,500.00	15,500.00			
OH31000002 - WEST	<b>Operations</b>	1406	31%	6,964.00	6,964.00			
<b>Management Improvements</b>								
OH31000001 - EAST	Resident Security	1408		1,525.00	1,525.00	1,409.53	1,409.53	
OH31000002 - WEST	Resident Security	1408		975.00	975.00	633.24	633.24	
OH31000001 - EAST	Coordinator Drug Elimination	1408		3,557.80	3,557.80			
OH31000002 - WEST	Coordinator Drug Elimination	1408		0.00	0.00			
<b>Administration</b>								
OH31000001 - EAST	Salaries/Fringe Benefits	1410		31,046.13	31,046.13	31,046.13	31,046.13	
OH31000002 - WEST	Salaries/Fringe Benefits	1410		7,797.87	7,797.87	7,797.87	7,797.87	
OH31000001 - EAST	Advertising for Bids	1410						
OH31000002 - WEST	Advertising for Bids	1410						
<b>Non-dwelling Equipment</b>								
OH31000001 - EAST		1475						
OH31000002 - WEST		1475						
<b>Fees and Costs</b>		1430		11,110.00	11,110.00	11,110.00	6,610.00	
<b>Contingency</b>		1502		0.00	0.00	0.00	0.00	

- 1 To be completed for the Performance and Evaluation Report.
- 2 To be completed for the Performance and Evaluation Report or a Revised Annual Statement
- 3 PHAs with under 250 units in management may use 100% of CFP Grants for operations.
- 4 RHF funds shall be included here.

Annual Statement/Performance and Evaluation Report  
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and  
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development  
 Office of Public and Indian Housing  
 OMB No. 2577-0226  
 Expires 4/30/2011

**Part II: Supporting Pages**

<b>PHA Name:</b>		<b>Grant Type and Number</b> CFFP (Yes/No):		<b>Federal FFY of Grant:</b>				
Portage Metropolitan Housing Authority		Capital Fund Program Grant No: OH12P031501-11		2011				
Portage Metropolitan Housing Authority		Replacement Housing Factor Grant No:						
Development Number Name/FHA - Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Costs		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
<b>OH3100001 - EAST SIDE</b>								
OH31002P Scattered Sites								
227 S. Walnut Street	Rehab Porches & Walkways	1460	all	43,975.00	43,975.00	43,975.00	43,975.00	
	Replace Siding	1460	all	54,050.00	54,050.00	54,050.00	54,050.00	
	Basement Drainage	1460	as needed	6,800.00	6,800.00	6,800.00	6,800.00	
	Outside Drainage	1450	as needed	4,000.00	4,000.00	4,000.00	4,000.00	
	Concrete Work	1450	as needed	6,000.00	6,000.00	6,000.00	6,000.00	
301 Ohio Avenue	Rehab entire unit	1460		98,934.60	98,934.60	98,934.60	98,934.60	
	Outside Drainage	1450		6,312.90	6,312.90	6,312.90	6,312.90	
224 W. Highland	Concrete/Drainage work/Demo Fence	1450	as needed	3,000.00	3,000.00	2,500.00		
	Abatement of LBP / Asbestos and Exterior / Interior Renovations	1460		27,000.00	27,000.00	27,000.00		
OH310015P Renaissance Place	Replace Asphalt Driveway	1450	all	0.00	0.00	0.00	0.00	
<b>31000002 - WEST SIDE</b>								
OH31002P Scattered Sites								
220, 222, 226, & 228 W. Elm	Replace Siding/Gutters/Dow nspouts	1460	all	0.00	0.00	0.00	0.00	
220, 222, 226, & 228 W. Elm	Basement Waterproofing	1460	all	0.00	0.00	0.00	0.00	
514 Harris Street	Basement Waterproofing	1460	all	0.00	0.00	0.00	0.00	Moved bk to 501-10
514 Harris Street	Outside Drainage	1450	as needed	0.00	0.00	0.00	0.00	to obligate funds
220, 222, 226, & 228 W. Elm	Outside Drainage	1450	as needed	0.00	0.00	0.00	0.00	
OH31001K Athena Gardens 1645 - 1693 Athena Drive		1450	as needed	41,625.00	41,625.00	41,625.00	41,625.00	Moved from 501-12 to obligate funds

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Annual Statement/Performance and Evaluation Report	U.S. Department of Housing and Urban Development
Capital Fund Program, Capital Fund Program Replacement Housing Factor and	Office of Public and Indian Housing
Capital Fund Financing Program	OMB No. 2577-0226
	Expires 4/30/2011

Part I: Summary		
PHA Name:	Grant Type and Number	FFY of Grant:
Portage Metropolitan Housing Authority	Capital Fund Program Grant No: OH12P031501-12	2012
	Date of CFFP:	FFY of Grant Approval:

Type of Grant			
<input type="checkbox"/> Original Annual Statement	<input type="checkbox"/> Reserve for Disasters/Emergencies	Revised Annual Statement (revision no: )	
<input checked="" type="checkbox"/> Performance and Evaluation Report or Period Ending: June 30, 2013		Final Performance and Evaluation Report	

Line	Summary by Development Account	Total Estimated cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations (may not exceed 20% of line 20)	6,500.00	6,500.00	0.00	0.00
3	1408 Management Improvements	2,500.00	2,500.00	0.00	0.00
4	1410 Administration ( may not exceed 10% of line 20)	29,500.00	29,500.00	0.00	0.00
5	1411 Audit	0.00	0.00	0.00	0.00
6	1415 Liquidated Damages	0.00	0.00	0.00	0.00
7	1430 Fees and Cost	0.00	0.00	0.00	0.00
8	1440 Site Acquisition	0.00	0.00	0.00	0.00
9	1450 Site Improvement	20,000.00	20,000.00	0.00	0.00
10	1460 Dw elling Structures	299,570.00	299,570.00	0.00	0.00
11	1465.1 Dw elling Equipment - Nonexpendable	0.00	0.00	0.00	0.00
12	1470 Non-dw elling Structures	0.00	0.00	0.00	0.00
13	1475 Non-dw elling Equipment	0.00	0.00	0.00	0.00
14	1485 Demolition	0.00	0.00	0.00	0.00
15	1492 Moving to Work Demonstration	1,500.00	1,500.00	0.00	0.00
16	1495.1 Relocation Costs	0.00	0.00	0.00	0.00
17	1499 Development Activities 4	0.00	0.00	0.00	0.00
18a	1501 Collateralization or Debt Service paid by the PHA	0.00	0.00	0.00	0.00
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment	0.00	0.00	0.00	0.00
19	1502 Contingency (may not exceed 8% of line 20)	0.00	0.00	0.00	0.00
20	Amount of Annual Grant: (sum of lines 2 - 19)	359,570.00	359,570.00	0.00	0.00
21	Amount of line 20 Related to LBP Activities	0.00	0.00	0.00	0.00
22	Amount of line 20 Related to Section 504 Activities	9,000.00	0.00	0.00	0.00
23	Amount of line 20 Related to Security - Soft Costs	2,500.00	2,500.00	0.00	0.00
24	Amount of line 20 Related to Security - Hard Costs	0.00	0.00	0.00	0.00
25	Amount of line 20 Related to Energy Conservation Measures	59,500.00			

Signature of Executive Director	Date	Signature of Public Housing Director	Date
	June 27, 2013		

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**Portage Metropolitan Housing Authority**

**2014 Annual MTW Plan**

Annual Statement/Performance and Evaluation Report	U.S. Department of Housing and Urban Development
Capital Fund Program, Capital Fund Program Replacement Housing Factor and	Office of Public and Indian Housing
Capital Fund Financing Program	OMB No. 2577-0226
	Expires 4/30/2011

Part II: Supporting Pages								
PHA Name: <b>Portage Metropolitan Housing Authority</b>			Grant Type and Number CFFP (Yes/No): _____ Capital Fund Program Grant No: OH12P031501-12			Federal FFY of Grant: 2012		
			Replacement Housing Factor Grant No:					
Development Number Name/PHA - Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Costs		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
	<b>Operations</b>							
OH31000001 - EAST	Operations	1406		4,485.00	4,485.00			
OH31000002 - WEST	Operations	1406		2,015.00	2,015.00			
	<b>Management Improvements</b>							
OH31000001 - EAST	Resident Security	1408		1,725.00	1,725.00			
OH31000002 - WEST	Resident Security	1408		775.00	775.00			
	<b>Administration</b>							
OH31000001 - EAST	Coordinator Drug Elimination	1408		0.00	0.00			
OH31000002 - WEST	Coordinator Drug Elimination	1408		0.00	0.00			
	<b>Non-dwelling Equipment</b>							
OH31000001 - EAST	Salaries/Fringe Benefits	1410		29,500.00	29,500.00			
OH31000002 - WEST	Salaries/Fringe Benefits	1410						
OH31000001 - EAST	Advertising for Bids	1410						
OH31000002 - WEST	Advertising for Bids	1410						
	<b>Fees and Costs</b>							
	Contingency	1502		0.00	0.00			

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Annual Statement/Performance and Evaluation Report U.S. Department of Housing and Urban Development  
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and Office of Public and Indian Housing  
 Capital Fund Financing Program OMB No. 2577-0226  
 Expires 4/30/2011

**Part II: Supporting Pages**

<b>PHA Name:</b>	<b>Grant Type and Number</b> CFFP (Yes/No):	<b>Federal FFY of Grant:</b>
Portage Metropolitan Housing Authority	Capital Fund Program Grant No: OH12P031501-12	2012
	Replacement Housing Factor Grant No:	

Development Number Name/PHA - Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Costs		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
	<b>OH31000001 - EAST SIDE</b>							
OH3100P Community Estates								
6443 - 6499 S. Fairfield St. Ravenna, Ohio 44266	Replacement of Flooring	1460	all	89,035.00	89,035.00			
	Repair Drainage (6466-6468)	1450	as needed	0.00	0.00			
	Concrete pad / sidewalks	1450	as needed	0.00	0.00			
	Landscaping	1450	as needed	0.00	0.00			
PHA Wide	Install ADA Bathing System / ADA Commode	1460 1460	as needed as needed	0.00	0.00			
Scattered Sites								Moved up from approv 5 yr plan - 2017
224 W. Highland Avenue Ravenna, Ohio 44266	Exterior / Interior Renovations	1460	all	125,000.00	125,000.00			
	Concrete / Drainage / Fence	1450	all	20,000.00	20,000.00			Chg Fencing in w rong BLI
	<b>31000002 - WEST SIDE</b>							
OH3100P Athena Gardens								
1645 - 1693 Athena Drive Kent, Ohio 44240	Replacement of Flooring	1460	all	85,535.00	85,535.00			
	Concrete Center Islands	1450	all	0.00	0.00			
	Concrete pads / sidewalks	1450	as needed	0.00	0.00			
	Landscaping	1450	as needed	0.00	0.00			

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